Job Title: Fire Equipment Maintenance Worker

Department: Fire

Immediate

Supervisor: Battalion Chief – Support Services

Origination Date:	06/01/2004
Revision Date:	07/01/2012
Job Grade	806
FLSA Status	Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Inspects, maintains, diagnoses, and conducts repairs of all hoses, tools, appliances and other fire service related equipment. This position assists in the preparation of fire apparatus by installing fire department equipment and markings as directed by the supervisor. Supports fire department operations, and coordinates preventative maintenance and repair work on vehicles, equipment, and facilities. Conducts inventories and orders parts and equipment as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
1	Н	Administers the maintenance and repair of fire equipment, fire stations, and vehicles by ensuring safe, efficient operation of equipment, scheduling preventative and required maintenance, inspecting fire equipment on a regular basis, outsourcing repairs, diagnosing and performing repairs, utilizing small tools and equipment, and responding to operational problems. Periodically assigns work orders to the appropriate personnel or City departments.
2	L	Provides supplies, materials and equipment to fire stations by using a dolly and trailer to pick up and deliver various items. Provides logistical support for other City departments when requested.
3	M	Takes the lead in performing administrative duties by inputting equipment and vendor information into a maintenance database, preparing reports, taking inventory, corresponding with vendors, processing purchase orders and requisitions for parts and equipment purchases, and training employees on processes and equipment. Creates forms and databases to support job efficiency.
4	M	Performs repairs and maintenance work on power tools, SCBA compressor, and SCBA packs and masks for the Fire Department and other agencies within the city of Goodyear. Performs Fit Testing for city personnel that are required to use respiratory protection in the performance of their job.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Class B Commercial Driver's License, SCBA Technician Certification.
Reading	Work requires the ability to read policies, procedures, instructions, operating and technical manuals, teaching materials, laws, regulations, departmental documents, and blueprints.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, work orders, purchasing order and requisition submittal requests, policies, procedures, e-mails, memos and other departmental documentation.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy/Decision Making	Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	Never $R = Rarely$ $O = C$		F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☒ Communicating with co-workers	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	☐ File drawers ☑ Equipment ☐ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O ⊠ F □ C	 ☑ Computer keyboard ☑ Telephone keypad ☑ Calculator ☑ Calibrating equipment 	Climbing	□ N □ R ⊠ O □ F □ C	⊠ Stairs □ Ladders □ Step stools ☑ Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☐ Observing work site
Lifting	□ N □ R □ O □ F ☑ C	⊠ Supplies ⊠ Equipment □ Files	Foot Controls	□ N □ R □ O □ F ⊠ C	☑ Driving☑ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O □ F ⊠ C	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N □ R ⋈ O □ F □ C	☑ On ladders☑ On equipment☐ On step stools
Sitting	□ N □ R ⊠ O □ F □ C	☑ Desk work☑ Meetings☑ Driving	Bending	□ N □ R ⊠ O □ F □ C	 ☐ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☒ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R ⋈ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork☐ Monies	Hearing	□ N □ R □ O □ F ⊠ C	 ☑ Communicating via telephone/radio, to co-workers/public ☑ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⋈ O □ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment☑ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	,		,

Physical Demands (continue	·4)									
•										
Machines, Tools, Equipmen										
Telephone, fax machine, copier, calcula	tor, hand tools,	material handli	ng equ	ipment,	calibration eq	uipmei	it, fire apparat	us, veł	icle, digital	
camera.										
Computer Equipment and S	oftware:									
Laptop computer, printer, Microsoft Of		s. Internet. Fire	eRMS							
		-,								
Environmental Factors:										
Environmental Condition	ons	Never	Seas	sonally	Several T		Several Ti		Daily	
Entering to many automa				Per Moi	nth	Per Wee	k			
Extreme temperature (heat, cold, extreme temp. changes from outside				X						
work)			_]		
Wetness and/or humidity			\boxtimes							
(bodily discomfort from moisture)									1	
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)	\boxtimes								
Noise and vibration	111)	_		_						
(sufficient to cause hearing loss)							X			
Physical hazards		_								
(high voltage, dangerous machinery	, aggressive						\boxtimes			
prisoners, patients – <u>not customers</u>)										
Health and Safety Condition	ıs:									
Health and Safety Conditions	N = Never	R = Rarel	y	O = Oc	casionally	F =	Frequently	C =	Constantly	
	Never	Less than				From 1/3 to 2/3		2/3 or more of		
	occurs	hour per we					of the time		the time	
Mechanical hazards						⊠				
Chemical hazards Electrical hazards				×						
Fire hazards							☒			
Explosives										
*										
Communicable diseases Physical danger or abuse Other (specify) Primary Work Location: ☐ Office Environment ☐ Warehouse ☑ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoog ☑ Other (Specify)	d Centers	⊠ ⊠ □								
Protective Equipment Requipment R		og hard b-t								

Job Demands

Overall Strength Demands:

Overall Strength Demands								
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.							
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.							
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.							
⊠ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.							
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.							

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations			\boxtimes	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have	reviewed	l this	job	analysis	and	its	attachments	and	find	it to	be	an	accurate	description	of the
demar	nds of this	job.													
		•													

	Signature of Employee	Date		
Job Title of Supervisor	Signature of Supervisor	Date		
Job Title of Department Director	Signature of Department Director	Date		
mments:				

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.